

HW-1 INSTRUCTION SHEET

PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION.

Complete the enclosed application in its entirety for transporting hazardous waste or waste tires. Incomplete forms will delay the process. If an item is not applicable or the correct response is NONE, please write N/A or NONE accordingly. Retain a copy of the completed application form for your records. Mail the completed form to P. O. Box 893, Jefferson City, MO 65102-0893 no less than four weeks of your expiration of your current transporter's license.

SECTION I- TYPE OF REGISTRATION

1. Please check any boxes under Section 1 A that apply.
2. Please check any boxes for the type of proposed service under Section 1 B. If not listed, please specify what is to be transported under "Other". Even though Infectious Waste is not considered hazardous waste under federal law, Missouri law requires Infectious Waste to be transported by a motor carrier who holds a Hazardous Waste License Certificate.
3. Indicate the type of application being filed. If you are a new carrier and who has not previously registered, check the new carrier box. If you are renewing your registration from a previous year, indicate renewal application.

SECTION II- GENERAL INFORMATION

4. List **ALL** your identifying numbers issued to you by the **U. S. Department of Transportation (US DOT No.), U. S. EPA Identification number, Federal Employee Identification Number (FEIN) or Social Security Number** (if applicant is an individual). An EPA number will be required for the transportation of hazardous waste except for the transportation of Waste Tires or Infectious Waste. If you do not have an EPA Number, you will be required complete Form MO-780-1164.
5. It is very important to list your name and business name (d/b/a) **IDENTICAL** to any registration with the Secretary of State's Office, your insurance forms, authority granted by the FMCSA and information on the Motor Carrier Identification form. If you have any questions about how to list your name, please contact this agency.
6. If your company is using a fictitious (d/b/a) name (something other than your true name), you are required to register that name with the **Secretary of State**. If you register a fictitious name with the Secretary of State's office, please make sure that the name you show on your HW-1 application is identical to that name. If you have any questions concerning the registration of a fictitious name, please contact the Secretary of State's Office at **(573) 751-3827**.
7. Please enter a physical location of your business, mailing address and terminal address in the appropriate boxes. Include your business telephone or a number where you or your representative can be reached between 8:00 a.m. to 5:00 p.m. Central Time.
8. Please check the type of business entity of your company and whether your corporation or limited liability company or fictitious name is registered with the **Secretary of State's office**, the date organized and the registration number with the Secretary of State.
9. Indicate in Item E. the state where the company was organized if organized outside of Missouri. If the Corporation is not registered in Missouri, submit recent (within 12 months for a new license, within 12 months of the expiration date of current license) Certificate of Good Standing (or Existence, or Good Status, etc) from the state of residence. For a partnership not registered in Missouri, include a copy of the partnership agreement (new license only). If your corporation or LLC is not registered or your corporation is not in good status, your application will not be filed until the registration is completed or in active status.
10. List the name of applicant partners or officers in Item F.

SECTION III- PUBLIC LIABILITY SECURITY

11. Please complete Section III concerning the insurance that will be filed for your company. **ENCLOSED IS A COPY OF THE AGENCY'S INSURANCE REQUIREMENTS.** Please ensure that the proof of insurance on the proper forms are filed and in the same name and address as on the application form. Please tell your insurance company to **file the insurance form with the Missouri Department of Transportation, Motor Carrier Services**

SECTION IV – AREA TO BE SERVED

12. Please check any county that you intend to serve. If you are transporting waste or waste tires through the state, please check the Interstate Only box.

SECTION V – SAFETY FITNESS

13. Please indicate if you had a safety rating performed by the US Department of Transportation or any state regulatory agency, the date of the rating and the rating given. **Please attach a copy of the safety rating you received from the US DOT or any safety rating from other states.**

SECTION VI - BRANCH OFFICES – Do not complete if transporting waste tires.

14. List all Missouri addresses where a Branch Office is located. If you do not have a branch office, indicate NONE.

SECTION VII - DISCLOSURE STATEMENT – Do not complete if transporting waste tires.

15. Complete this section indicating whether the applicant, corporate officers or others who own more than 20% of the applicant's company have or have not any hazardous waste, used oil or infectious waste management experience.

SECTION IX – COMPANY REGISTERED AGENT IN MISSOURI

16. You must designate an agent for service of process. Your application will be not processed if this item has not been completed.

SECTION X - FEES

17. Please check whether you have enclosed the regulatory fees dependent upon the type of application submitted. The \$100 fee for the transportation of waste tires is nonrefundable. Please see the instructions for Exhibit D on how to properly calculate the hazardous waste fees. You may submit a business or personal check for the required fees.

SECTION XI – WASTE TIRE MOVEMENTS

18. Please complete the questions within this section as it pertains to the number or weight of waste tires transported per month, a detail of violations if any, driver and receiving facility information.

SECTION XII – VERIFICATION OF APPLICANT

19. **The applicant must sign the verification.** If an individual who is not the applicant signs the application for an individual or a partnership and is not an attorney, the individual must have power of attorney to sign the application on behalf of the applicant. If the applicant is a corporation, an officer of the company or an individual authorized to sign on behalf of the company may sign this application. The member or manager of the Limited Liability Company may sign the application as long as the member or manager is authorized to sign on behalf of the LLC as stated in the articles of incorporation or operating agreement.

SECTION XIII - AUTHORIZED REPRESENTATIVE ACTING AS CONTACT PERSON

20. If signing the application in a representative capacity for another person (for example; you are signing as a personal representative, trustee, or under a legal power of attorney) then you must provide the agency with proof of your authority to act on behalf of that person.

EXHIBIT C – EQUIPMENT DESCRIPTION

Transporters of Hazardous Waste (waste tires excluded) must complete the description of **each type** of cargo equipment. Do not list each piece of equipment in this table. Copies of DOT exemption papers and extension if the exemptions have expired must be submitted for DOT exempt cargo tanks. For paperwork and information about DOT Exemptions, contact Federal DOT, Washington, D.C. at (202) 366-4535 or 5046.

When transporting hazardous waste and waste tires, please complete the description **of all power units** to be used under this license. For hazardous waste transporters, please total the licensed vehicle weight in pounds for all power units shown in this table. **Gross Vehicle Weight Rating** is defined as the value specified by the manufacturer or manufacturers as the maximum loaded weight of a single or a combination vehicle. **License Vehicle Weight** is the gross weight of the vehicle (power unit) plus the maximum load to be carried or pulled at any one time allowed by Missouri law. Please review these carefully. The license weight for Missouri should be one of the following: 6,000, 12,000, 18,000, 24,000, 26,000, 30,000, 36,000, 42,000, 48,000, 54,000, 60,010, 66,000, 73,280, 78,000 or 80,000 pounds.

EXHIBIT D - LICENSE FEE CALCULATION FOR TRANSPORTING HAZARDOUS WASTE

Beginning with the renewals after September 1, 2002, a new fee structure has been implemented. Senate Bill 577 changed the method of calculating the fee for transporting hazardous waste (not waste tires) from a vehicle fee to an annual application fee plus an annual use fee based upon a combination of tonnage and mileage. Under this new fee structure, no carrier will be required to pay more than \$25,000 per year. If you are paying the full amount, you will not be required to complete Exhibit D. For the first year of operation, you will need to estimate the miles and loads if unknown. Upon renewal the second year, you will be adjusting for any amount over or under the fee paid using actual amounts. For the renewal year, you will use a voucher with estimated figures to be adjusted for actual tonnage and mileage.

DEFINITIONS:

Total Missouri Miles - For initial application for new carriers, estimated miles are acceptable. Missouri miles are the same as reported for the International Registration Plan (IRP) when you obtained your apportion license plate(s). For carriers not reporting IRP mileage, include all mileage from, to or through Missouri. Additionally, all miles traveled transporting containers with residues of these materials, as defined at 49 CFR 171.8, will be included in the Missouri hazardous waste mileage. (This means that the hazardous materials remaining in a packaging, including a tank car, after its contents have been unloaded to the maximum extent practicable and before the packaging is either refilled or cleaned of hazardous material and purged to remove any hazardous vapors).

Total Miles - Total IRP miles. For those carriers who do not report mileage under IRP, the total miles should be determined by using the beginning and ending odometer readings from the vehicles operated in your fleet from July 1 through June 30.

Number of Missouri Hazardous Waste Shipments - To determine the shipments transported from, to or through Missouri for the preceding year, count the number of shipments transported using hazardous waste manifests, used oil logs or infectious waste shipping papers. **(Truckloads)**

Total Number of Missouri Shipments - The total number of manifests, shipments and bills of lading for any property transported from, to or through Missouri for the preceding year.

Preceding Year - The period of 12 consecutive months immediately before July 1 immediately preceding the commencement of the license year for which license is sought.

Sample Exhibit D

1. Total Licensed Vehicle Weight (in pounds) of Your Power Units Listed in Exhibit C	400,000 lbs
2. Total Missouri Miles (Use Missouri IRP Miles - See Instructions)	25,000
3. Total Miles (Use Total IRP Miles - See Instructions)	100,000
4. Missouri Miles Divided by Total Miles (Line 2 divided by Line 3 rounded up to two decimal places. Example: .233 would be .24, .056 would be .06.)	.25
5. Total Missouri Hazardous Waste Shipments (See Instructions)	60
6. Total Number of Missouri Shipments	300
7. Hazardous Waste Shipments Divided by Total Missouri Shipments (Line 5 divided by Line 6 rounded up to two decimal places. See example from Line 4.)	.20
8. Use Fee Factor	.0425
9. Calculated User Fee (Line 1 times Line 4 times Line 7 times Line 8)	\$ 850.00
10. Application Fee.	200.00
11. Underpayment of Fees for estimation of first year (Enter amount on Line 14 of voucher)	N/A

12. Overpayment of Fees for estimation of first year <i>(Enter amount on Line 15 of voucher)</i>	N/A
13. Total Calculated Fee <i>(Add Lines 9,10, 11 minus Line 12)</i>	\$ 1,050.00
14. Total Cap Fee	\$ 25,000.00
15. Total Due the State of Missouri (If Line 13 is larger than line 14, enter amount from Line 14. Otherwise enter amount from Line 13.) Check Payable to "Director of Revenue".	\$ 1,050.00

For the 2nd year renewal, you must report actual Missouri Mileage and Total Miles for the preceding year. The preceding year is the 12 consecutive months immediately before July 1st before the hazardous waste license year. A voucher will be used to adjust for any amount owed or credited for the second year to be included on Lines 11 or 12 if estimates were used on the initial year. Call 573-751-3358 to request a voucher form for completion.

IS IT IMPORTANT THAT YOU **KEEP A COPY OF EXHIBIT C AND D** TO DETERMINE HOW FEES WILL BE CALCULATED FOR ANY ADDITIONAL EQUIPMENT ADDED DURING YOUR LICENSE YEAR. The carrier must be prepared to supply documentation to support worksheet calculations during a records review.

MISSOURI MOTOR CARRIER IDENTIFICATION REPORT

The Identification Report must be completed to issue a USDOT Census Number upon grant of this authority. Please carefully review the instructions for this form and return this form to the Motor Carrier Services Unit of MODOT.

VEHICLE MARKING REQUIREMENTS

The Department has adopted the marking requirements for a motor carrier to display its USDOT number on each motor vehicle it operates on Missouri public highways. In addition, purely intrastate motor carriers will be required to include "MO" immediately after the USDOT number. A general example of these marking requirements is:

*“Operated By”, if applicable	<u>EXAMPLE</u>
“USDOT” (INSERT NUMBER) MO	<i>Operated By</i> USDOT 123456 MO

**Note: “Leased To” will no longer be sufficient
to comply with requirements*

SUPPLEMENTAL LICENSE FOR TRANSPORTING HAZARDOUS WASTE OR WASTE TIRES

Also enclosed is a supplemental license form for adding new vehicles, trading vehicles or obtaining temporary licenses during the license year. See instructions on this form.

ADDITIONAL INFORMATION REQUESTED BY DNR – WASTE TIRES

Enclosed with your application are additional requirements concerning tracking waste tire shipments and filing monthly reports. If you have questions concerning Waste Tire Hauler record keeping requirements or the contents of this letter, please do not hesitate to contact Waste Tire Unit of the Missouri Department of Natural Resources’ Solid Waste Management Program at (573) 751-0541.

CONTACT INFORMATION

If you do not understand the questions on the application or have questions about hauling hazardous waste or waste tires, please call:

Motor Carrier Services at (573) 751-3358 or toll free at (866) 831- (6277).

If you wish to express mail your application, please send to MCS-MoDOT, 1320 Creek Trail Dr., Jefferson City, Missouri 65109.